

APPLICATION FOR FUNDING FISCAL YEAR 2015

**Carl D. Perkins Career and Technical
Education Improvement Act of 2006**

**Competitive Funds for Programs and Services for
Nontraditional Training and Employment
July 1, 2014 – June 30, 2015**

Nevada Department of Education
Office of Career, Technical, and Adult Education
755 North Roop Street, Suite 201
Carson City, NV 89701
(775) 687-7300

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FISCAL YEAR 2015

COMPETITIVE APPLICATION FOR FUNDING PROGRAMS AND SERVICES FOR NONTRADITIONAL TRAINING AND EMPLOYMENT

I. GENERAL INFORMATION AND REQUIREMENTS

A. Application Submission

Applications must be received by **5:00 pm, May 9, 2014**. Submit applications to: Office of Career, Technical and Adult Education, Nevada Department of Education, 755 North Roop Street, Suite 201, Carson City, NV 89701.

B. Purpose of the Funds

Funds will be awarded on a competitive basis for programs and services that lead to nontraditional training and employment. Grantees will develop and implement projects that will have a statewide impact to increase enrollments in and completion of programs leading to nontraditional careers.

Available Funding: \$44,200

The funds must be expended during the twelve month period from **July 1, 2014 to June 30, 2015**.

C. Application Content Requirements

Each application **must** include:

1. A description of how performance indicator results and accountability data are used to target resources at local site and program levels;
2. Services to students who enroll in career and technical education programs and courses that lead to nontraditional training and employment;
3. Strategies for improving recruitment and retention in programs leading to nontraditional training and employment;
4. A method to determine the project's impact; and
5. A plan for statewide dissemination to include a description of how objectives can be institutionalized or sustained.

A nontraditional project **may** include:

1. Work-based or worksite learning regarding components of all aspects of the industry
 - Business Planning
 - Management
 - Health Safety and Environment
 - Community Issues
 - Principles of Technology
 - Personal Work Habits
 - Technological Production Skills
 - Labor
 - Finance
2. Mentoring program(s)
3. Distance learning
4. Equipment
5. Curricular materials that include representation of people in nontraditional careers and gender neutral content
6. Training for faculty
7. Training for counselors, teachers, and other school faculty to:
 - Provide information to students (including special population students) and others regarding nontraditional careers;
 - Encourage students to enroll in nontraditional courses;
 - Support student progress in completing nontraditional programs;
 - Provide information on related employment opportunities;
 - Stay current with strategies for overcoming barriers in nontraditional careers;
 - Provide preparatory services (see definition) to assist nontraditional students in courses, training, or employment.
8. Targeted outreach to students (including special populations), parents, business and the public at large through:
 - Social Media
 - Printed Media;
 - And other activities (career fairs, nontraditional speakers, college visits, etc.).

D. Requirements for Funding

Special consideration will be given to applications that:

1. Are developed to directly impact the improvement in nontraditional performance indicator scores;
2. Are developed in consultation with business, industry, institutions of higher education, and/or labor unions;
3. Provide nontraditional employment activities and/or postsecondary education opportunities;
4. Address the issues of dropout prevention, and the needs of special populations including re-entry students;

5. Provide education and training in areas or skills in which there are significant workforce shortages in Nevada; and
6. Include collaboration with other education, training and employment entities.

E. Program Evaluation and Data Collection

Grantee(s) will provide a final summative report to the Nevada Department of Education, Office of Career, Technical and Adult Education to include the extent to which objectives were met, copies of all materials produced, any data collected, a list of all project participants, and lessons learned.

F. Definitions

Nontraditional Employment is defined as occupations or fields of work for which individuals from one gender comprise less than 25 percent of the individuals employed in each such occupations or fields of work. A list of programs in Nevada identifying nontraditional careers is included in the appendices.

Special Populations include the following:

1. Individuals with disabilities;
2. Individuals from economically disadvantaged families, including foster children;
3. Individuals preparing for nontraditional fields;
4. Single parents, including single pregnant women;
5. Displaced homemakers; and
6. Individuals with limited English proficiency.

Preparatory Services are:

1. Services, programs, or activities related to outreach or recruitment of potential students for enrollment in courses leading to nontraditional careers;
2. Career counseling and personal counseling;
3. Occupational assessment and testing; and
4. Other appropriate services, programs, or activities to support the enrollment in and completion of courses and programs leading to nontraditional careers.

II. Application Directions for Competitive Funds

These application guidelines must be followed by agencies applying for **competitive funds**. Applications will be approved based on the clarity of the narrative describing the overall strategy, expected outcomes and description of proposed expenditures. Agencies will submit one application describing how funds will be used to support the purposes described in these guidelines.

Each application must include the following components provided in the following order:

- (1) **Cover page:** Use the required cover page as the first page of the application and include all requested information and signatures.
- (2) **Assurances:** The applicant must sign the assurances page provided in the appendix.
- (3) **Certifications:** The applicant must sign the certifications pages provided in the appendix.
- (4) **Budget Summary and Budget Detail:** Complete and sign the budget summary and complete the budget detail. All proposed items of value and equipment must be itemized on the budget detail and include the proposed location(s). Out-of-state travel must be itemized (name of conference(s)) with the anticipated number of attendees.
- (5) **Budget Narrative:** Provide a budget narrative describing expenditures by budget category. For example, if funds are budgeted for supplies for a selected program, describe what the supplies are and how they will be used to develop or expand the program. **Staffing:** Describe the number of staff devoted to the project and their professional preparation. The sub-grant recipient must identify the full-time equivalency (FTE) of each position supported with funding. If a salary is paid partly from the grant and partly from another fund source, describe how the time allocated for cost objectives paid by state funds will be accounted for (i.e., personnel activity report or time log). Include a sample activity log if necessary.
- (6) **Form A: General Application Narrative (2 pages):** Describe in narrative form the following:
 - a. A description of how performance indicator results and accountability data are used to target resources at local site and program levels;
 - b. Services to students who enroll in career and technical education programs and courses that lead to nontraditional training and employment;
 - c. Strategies for improving recruitment and retention in programs leading to nontraditional training and employment.
- (7) **Form B: Funding Purpose and Project Narrative:** Each application must include a description of the proposed funding purpose(s) and supporting project(s) using the

format provided in the appendix. More than one project may be submitted for a funding priority or project. Complete one Funding Purpose and Project Narrative for each primary project. The description must be thorough enough for the review committee to clearly understand what is being proposed and include the following: (1) Identify the funding purpose; (2) State the project name; (3) State proposed funding amount; (4) Complete a narrative (up to two pages) to include a clear description of the proposal; (5) List the objectives and proposed outcomes; (6) List a timeline for completion.

Note: The narrative section may be up to 2 pages in length. This page limit does not include the space needed for other portions, such as objectives and timelines.

- (8) **Form C: Demonstration of Collaboration (one page):** Describe how the applicant ensured proper collaboration in the local development and approval of this application. The description should include how teachers, administrators, and the local advisory committee(s), and others were involved in and committed to developing a quality application. The description must also include how the applicant collaborates with local and regional economic- and workforce-development agencies and organizations to support economic development priorities and initiatives.
- (9) **Form D: Description of Student Outcomes (one page):** Describe how the purpose and goals of the application are designed to support improved student outcomes. Such outcomes may be related to graduation and dropout rates; student engagement; student acquisition of knowledge and skills leading to industry or postsecondary credentials; student preparation for internships and/or the workforce, among other outcomes.
- (10) **Form E: Demonstration of Sustainability (one page):** Describe the agency's plan for continued sustainability of the proposed project and any CTE programs affected by this application.
- (11) **Form F: Evaluation Methods (one page):** Describe how the agency will evaluate and measure the success and outcomes of the objectives in this application. Include metrics and timeline for the completion of the evaluation.

III. Submitting the Application

- (1) **Application Package**
 - a. Submit one application with a complete set of original signatures and two additional copies. The application must be approved by the designated authority in the school district or charter school.
 - b. The application must be submitted in the order and format provided in these application guidelines. (1) Cover Page; (2) Assurances; (3) Budget Summary; (4) Budget Detail; (5)

Budget Narrative; (6) Provide the following for each project: Form A (General Application Narrative); Form B (Funding Purpose and Project Narrative); Form C (Demonstration of Collaboration); Form D (Description of Student Outcomes); Form E (Demonstration of Sustainability); and Form F (Evaluation Methods).

- c. Items requiring signature are the **Application Cover Sheet, Assurances and Budget Summary Form.**
- d. The application must be **single-sided, paginated, and stapled or clipped** in the upper left-hand corner. Pages must be **standard 8 1/2" x 11" paper**. The font and font size should be Times 12.

(2) Mailing Address

Mail the original and copies to: Michael Raponi, Director
Office of Career, Technical, and Adult Education
Nevada Department of Education
755 N. Roop Street, Suite 201
Carson City, NV 89701

(3) Application Deadline

The application must be received by **5:00 p.m. on May 9, 2014** to be eligible for funding.

(4) Information

For additional information, contact the Office of Career, Technical, and Adult Education at the Nevada Department of Education at (775) 687-7300.

IV. Review and Approval Procedures

A. Application Review Procedures

Local applications will be reviewed by a team comprised of individuals from the Office of Career, Technical and Adult Education and from other DOE divisions, among others, to assure compliance with state and federal requirements, and to ensure that all information required by the Application for Funding is adequately addressed by the applicant.

B. Criteria for Application Review and Approval

The review process will ensure that a common criterion is used that is based on the guidelines set forth in this Application for Funding. Furthermore, the Department of Education will provide each applicant with the criteria from which approval of the application will be determined. The criteria will be based on the requirements of the Act and the Nevada State Plan.

C. Complaint and Appeal Procedures

In the event an agency is dissatisfied with any decision, such as requests for modifications or application, the eligible agency may submit a written complaint to the Director of Career, Technical and Adult Education. The complaint must be submitted within thirty (30) days of the date the agency received notification of the Department action. Upon receipt of the letter of complaint, the Director will review the complaint and will provide comment to the agency within thirty (30) days. The action taken by the Director, which includes a review conducted by State staff, shall be deemed final. Such action will be transmitted to the agency in writing.

Upon receipt of written notification of the action of the Director of Career, Technical and Adult Education, an agency may decide to appeal the action to the State Superintendent of Public Instruction. A written request for an appeal hearing may be made in writing to the Superintendent within thirty (30) days of the agency's receipt of written notification of the action taken by the Director. An administrative hearing of the appeal will be conducted within ninety (90) days from the receipt of the written request. The agency will be notified of the date and time of the hearing thirty (30) days prior to the hearing date. A written record of the hearing and a written response describing the decisions and actions of the Superintendent will be provided to the agency. The written record and responses will be transmitted to the agency within fifteen (15) days after the hearing date.

Within twenty (20) calendar days following the receipt of the Department's written decision on the complaint/appeal, the agency may file a notice of the appeal with the Secretary of the United States Department of Education for final resolution. Such appeal shall be in writing and shall specify the particular points of disagreement with the decision as rendered by the Nevada Department of Education.

Appendices

- **Career and Technical Education Programs Leading to Nontraditional Training and Employment**

[The application contents must be submitted in the following order:]

- 1. Application Cover Page**
- 2. Assurances**
- 3. Certifications**
- 4. Budget Summary**
- 5. Budget Detail**
- 6. Form A: General Application Narrative**
- 7. Form B: Funding Purpose and Project Narrative**
- 8. Form C: Demonstration of Collaboration**
- 9. Form D: Description of Student Outcomes**
- 10. Form E: Demonstration of Sustainability**
- 11. Form F: Evaluation Methods and Measures**

- **Criteria for Review of Applications**

Non-Traditional Subject Areas FY14

The following is an annually revised table of secondary and postsecondary Classifications of Instructional Programs (CIP) assignments for programs leading to non-traditional careers (training and employment). *New additions are italicized.* Exceptions (neutral to both genders) to the CIP Code in a specific subject area have been ***bolded and italicized.***

Subject Area	CIP Code	Neutral	Nontraditional
<i>Agriculture Business/Economics Mgmt</i>	<i>01.01</i>	<i>(01.0103, 01.0106)</i>	<i>Female</i>
<i>Agriculture Science</i>	<i>01.0000</i>		<i>Female</i>
Agriculture Mechanizations, Gen	01.02		Female
Agriculture Production Operations, Gen	01.0301		Female
Ornamental Horticulture Greenhouse Operator/Management Landscaping Operator/Management Horticulture Technology	01.06	<i>(01.0608)</i>	Female
Agriculture Turf/Turf Grass Mgmt	01.0607		Female
Animal Health	01.0903		Female
<i>Environmental Management</i>	<i>03.0101</i>		<i>Female</i>
Nat Resources/Law Enforcement/Protective Serv.	03.02	<i>(03.0207; 03.0299)</i>	Female
<i>Natural Resources and Wildlife Management</i>	<i>03.0601</i>		<i>Female</i>
Architecture Architecture – Building Science Architecture Design	04.02		Female
Architecture – Environmental Design	04.04		Female
Architecture – Interior Design	04.05		Female
Architecture – Landscape Design	04.06		Female
Communications Technologies/Technician	10.0105		Female
Radio/Television Broadcasting Technology/Tech	10.02		Female
Printing Management	10.0302		Female
Prepress/Desktop Publishing/Digital Image Design	10.0303		Male
Printing Press Operator	10.0307		Female
Graphics Communications Other	10.0399		Female
Computer and Informational Sciences, General	11.0102		Female
Information Technology	11.0103		Female
Computer/Information Sciences/Support Serv.	<i>11.0201</i>		<i>Female</i>
Information Science/Studies	11.0401		Female
Data Entry/Microcomputer Applications, Other	11.0601		Male
Word Processing	11.0602		Male
Comp. Systems Networking/Telecommunications	11.0901		Female
A+Network A+	11.1001		Female
System, Network, Lan/Wan Manag.	11.1002		Female
Computer and Information Systems Security	11.1003		Female
Funeral Service and Mortuary Sciences	12.03		Female

Cosmetology/Cosmetologist	12.04	(12.0412)	Male
<i>Barbering/Barber</i>	12.0402		<i>Female</i>
Introduction to Culinary Arts	12.0500		Female
Culinary Arts/Chef Training	12.0503		Female
Special Education, General	13.10		Male
Elementary Education/Teaching	13.1202		Male
Jr. Hi./Intermediate/Middle School Education	13.1203		Male
Kindergarten/Pre-School Ed & Teaching	13.1209		Male
Early Childhood Education/Teaching	13.1210		Male
School Librarian/School Library Media Specialist	13.1334		Male
Teacher Assistant/Aide	13.1501		Male
Engineering	14.	(14.0501; 14.0999; 14.3701; 14.4501)	Female
Engineering Technologies/Technicians	15.	(15.0701, 15.0702, 15.0703, 15.1401; 15.1503)	Female
Foods, Nutrition, & Wellness Studies, General	19.0501		Male
Human Nutrition	19.0504		Male
Foods/Nutrition/Related Services, Other	19.0599		Male
Child Care & Support Services Management	19.0708		Male
Child Care Provider/Assistant	19.0709		Male
Apparel/Textile Manufacture	19.0902		Male
Legal Administrative Assistant/Secretary	22.0301		Male
Legal Assistant/Paralegal	22.0302		Male
Court Reporting/Court Reporter	22.0303		Male
Library Science/Librarianship	25.0101		Male
Nuclear/Nuclear Power Technology/Technician	41.0205		Female
<i>Criminal Justice/Law Enforcement Administration</i>	43.0103		<i>Female</i>
<i>Criminal Justice/Safety Studies</i>	43.0104		<i>Female</i>
<i>Criminal Justice/Police Science</i>	43.0107		<i>Female</i>
<i>Security and Loss Prevention Services</i>	43.0109		<i>Female</i>
<i>Critical Incident Response/Special Police Operations</i>	43.0119		<i>Female</i>
<i>Protective Services Operations</i>	43.0120		<i>Female</i>
<i>Maritime Law Enforcement</i>	43.0122		<i>Female</i>
<i>Fire Prevention/Safety Technology/Administration, Gen.</i>	43.02		<i>Female</i>
Cartography	45.0702		Female
Construction Trades	46.		Female
Mechanics/Repairer Technologies/Technicians	47.	(47.0408)	Female
Precision Production	48.	(48.0599; 48.0702)	Female
Transportation/Materials Moving/Heavy Equip. Operator	49.	(49.0106)	Female
Cinematography and Film/Video Productions	50.0602		Female
<i>Documentary Production</i>	50.0607		<i>Female</i>
<i>Chiropractic</i>	51.0101		<i>Female</i>

<i>Communication Sciences and Disorders, Gen</i>	51.02		<i>Male</i>
<i>Dentistry</i>	51.0401		<i>Female</i>
<i>Dental Clinical Sciences, Gen</i>	51.05		<i>Female</i>
<i>Dental Services and Allied Professions</i>	51.06	(51.0603)	<i>Male</i>
Health Information/Medical Records Techn/Tech.	51.0707		Male
Medical Transcriptionist	51.0708		Male
Medical Office Assistant/Specialist	51.0710		Male
Medical Reception/Receptionist	51.0712		Male
Medical Insurance Coding Specialist	51.0713		Male
Medical Insurance and Medical Billing	51.0714		Male
Medical Administrative/Exec. Assistant/Med. Sec.	51.0716		Male
Medical/Clinical Assistant, Gen	51.08	(51.0810)	Male
Med. Radiologic Techn. Sci. – Radiation Therapist	51.0907		Male
Surgical Tech	51.0909		Male
Blood Bank Technology Specialist	51.1001		Male
Cytotechnology/Cytotechnologist	51.1002		Male
Hematology Technology/Technician	51.1003		Male
Clinical/Medical Laboratory Technician	51.1004		Male
Clinical Laboratory Science/Medical Techn./Tech.	51.1005		Male
Histologic Technology/Histotechnologist	51.1007		Male
Histologic Technician	51.1008		Male
Cytogenetics/Genetics/Clinical Genetics Technology/Technician	51.1010		Male
Clinical/Medical Lab Science/Allied Prof, Other	51.1099		Male
Psychiatric/Mental Health Services Techn	51.1502		Male
Optometric Technician/Assistant	51.1802		Male
Ophthalmic Technician/Technologist	51.1803		Male
Orthoptics/Orthoptist	51.1804		Male
Health/Medical Physics	51.2205		Female
Occupational Therapy/Therapist	51.2306		Male
Therapeutic Recreation/Recreational Therapy	51.2309		Male
Assistive/Augmentative Technology & Rehabilitation Eng.	51.2312		Female
Health Aide/Home Health Aid/Medication Aid/Attendants/Orderlies	51.26		Male
Medical Informatics	51.2706		Female
Dietetics/Dietician	51.3101		Male
Clinical Nutrition/Nutritionist	51.3102		Male
Dietetic Technician (DTR)	51.3103		Male
Dietitian Assistant	51.3104		Male
Dietician and Clinical Nutrition Services, Other	51.3199		Male
Massage Therapy/Therapeutic Massage	51.35		Male
Logistics and Materials Management	52.0203		Female
Operations Management and Supervision	52.0205		Female

Transportation/Transportation Management	52.0209		Female
Accounting Technology/Technician & Bookkeeping	52.0302		Male
Admin. Assistant/Secretarial Science, Gen.	52. 0401		Male
Executive Assistant/Executive Secretary	52.0402		Male
Receptionist	52.0406		Male
Business/Office Automation/Techn/Data Entry	52.0407		Male
General Office Occupations & Clerical Services	52.0408		Male
Entrepreneurship/Entrepreneurial Studies	52.0701		Female
Banking & Financial Support Services	52.0803		Male
International Business/Trade/Commerce	52.1101		Female
Vehicle & Vehicle Parts & Accessories Marketing Operations	52.1907		Female
<i>Construction Management</i>	<i>52.2001</i>		<i>Female</i>

**CARL D. PERKINS CAREER AND TECHNICAL EDUCATION ACT OF 2006
NONTRADITIONAL TRAINING AND EMPLOYMENT**

APPLICATION COVER SHEET

**THIS APPLICATION IS SUBMITTED FOR PROGRAM YEAR
JULY 1, 2014 THROUGH JUNE 30, 2015**

Agency: _____

Application Director: _____
(Name, position and telephone number)

(Email address)

Fiscal Manager: _____
(Name, position and telephone number)

(Email address)

**Monitoring
Coordinator:** _____
(Name, position and telephone number)

(Email address)

**Evaluation
Coordinator:** _____
(Name, position and telephone number)

(Email address)

**Accountability
Reporting
Coordinator:** _____
(Name, position and telephone number)

(Email address)

***Advisory Technical
Skills Committee:** _____
(Signature of committee chair) (Date)

(Print name of chair, organization and title)

**Application
Submitted By:** _____
(Signature of authorized representative) (Date)

(Print name organization and title)

** The review and endorsement by the Advisory Technical Skills Committee is recommended.*

ASSURANCES

General

1. Programs, services and activities included in this application will be operated in accordance with the provisions of the Carl D. Perkins Career and Technical Education Improvement Act of 2006, as amended, and regulations pertaining thereto, the provisions of the Nevada State Five Year Plan for the Carl D. Perkins Act of 2006, effective July 1, 2008 to June 30, 2013, and any revisions approved thereafter, Department regulations, policies and procedures as promulgated by the State Board of Education/State Board for Career and Technical Education and its staff, including submission of such reports as may be required for effective administration of programs.
2. The local educational agency will assure that no funds received under this Act may be used to provide occupational education programs to students prior to the seventh grade, except that equipment and facilities purchased with funds under this Act may be used for such students.
3. The local educational agency will assure that no funds made available under this Act will be used to require any secondary school student to choose or pursue a specific career path or major.
4. The local educational agency will assure that no funds made available under this Act will be used to mandate that any individual participate in an occupational education program including an occupational education program that requires the attainment of a federally funded skill level, standard, or certificate of mastery.
5. The local educational agency will assure that all funds made available under this Act will be used in accordance with this Act.
6. The local educational agency will assure that all funds made available under this Act shall not be used to provide funding under the School-to-Work Opportunities Act of 1994 (20 U.S.C. 6101 et seq.) or to carry out, through programs funded under this Act, activities that were funded under the School-to-Work Opportunities Act of 1994, unless the programs funded under this Act serve only those participants eligible to participate in the programs under this Act.

Grants Management and Accountability

7. The local educational agency will assure compliance with the requirements of Title I and the provisions of the transition plan, including the provisions of a financial audit of funds received under this title which may be included as part of an audit of other federal or local educational agency programs.
8. The local educational agency will assure that none of the funds expended under Title I will be used to acquire equipment (including computer software) in any instance in which such acquisition results in a direct financial benefit to any organization representing the interests of the purchasing entity, the employees of the purchasing entity, or any affiliate of such an organization.
9. The local education agency will assure that maintenance of fiscal effort on either a per-student or aggregate expenditure basis is required.
10. Federal funds made available under the provisions of the Nevada State Five Year Plan will be used to supplement, and to the extent practicable, increase the amount of state and local funds that would, in the absence of such federal funds, be made available for the uses specified in PL 105-332, as amended, and in no case supplant such state or local funds.
11. The local education agency will assure that funds made available under this Act for career and technical education activities will supplement, and shall not supplant, non-federal funds expended to carry out occupational education activities and tech-prep activities.
12. Funds will be used as stipulated in the Nevada State Five Year Plan and supporting documents for expenditures will be maintained for audit. Funds will not be commingled with other state and local funds and will be accounted for in a manner which will prevent loss of their identity as funds supporting specific career and technical education goals.

13. Effective and separate accounting procedures of the recipient will be employed to assure that funds from federal sources will not be commingled with state or local funds, but will be separately identified as expenditures of federal funds.
14. Fiscal control and funds accounting procedures shall be established as deemed necessary to assure proper disbursement of and accounting for federal and state funds paid to a recipient for programs and projects.
15. The fiscal and statistical records are subject to and upon request will be made available for audit by the federal government and the State of Nevada to determine whether the recipient has properly accounted for funds expended for occupational education and services.
16. Records will be kept which fully disclose the amount and disposition of federal and state funds allocated, as well as the total expenditures of funds for occupational education programs and services supplied by funds from other sources.
17. The local education agency will assure that no funds provided under this Act shall be used for the purpose of directly providing incentives or inducements to an employer to relocate a business enterprise from one local educational agency to another local educational agency if such relocation will result in a reduction in the number of jobs available in the local educational agency where the business enterprise is located before such incentives or inducements are offered.

Personnel

18. School district occupational instructors, counselors, supervisors, and other professional personnel involved in occupational education who participate in projects funded under P.L. 105-332 will be licensed in accordance with current Rules and Regulations established by the Commission on Professional Standards in Education.

Data Management

19. All eligible recipients participating in federal and/or state funds available, will participate in, maintain, and utilize a performance accountability system in the reporting of all career and technical education programs in the Nevada Department of Education State Accountability Information Network (SAIN); provide data required for reporting the performance measures designated by the State's performance indicators; and assure that staff involved in the accountability system receive the training necessary to maintain a quality system.
20. All eligible recipients will provide sufficient information to the State to enable the State to comply with the requirements of allocating funds to area career and technical schools and intermediate educational agencies.

Evaluation

21. Participating agencies will cooperate with and implement the performance indicators and levels of performance developed by the State Accountability Task Force and accepted by the Department of Education.
22. An assurance that the applicant will comply with reporting procedures required by the Nevada Department of Education, which will assess the progress of its career and technical education programs and will include a review of outcomes related to the approved performance indicators.
23. An assurance that the evaluation and review of programs will include the full participation of representatives of individuals who are members of special populations. This review shall be used to identify and adopt strategies to overcome any barriers which are resulting in lower rates of access to career and technical education programs or success in such programs for individuals who are members of special populations and to evaluate the progress of individuals who are members of special populations in career and technical education programs assisted under this Act.
24. An assurance that the eligible recipient will comply with the Department of Education's requirements for state monitoring.

Local Program Improvement Plan

25. An assurance that if the applicant determines they are not making substantial progress in meeting the performance indicators approved by the State Board, the recipient of funds will develop a plan, in consultation with teachers,

parents, and students concerned, for program improvement for the succeeding school year. The plan will describe how the recipient will identify and modify programs and will include a description of career and technical education and career development strategies designed to achieve progress to improve the effectiveness of the programs conducted with assistance under this Act, and will, if necessary, develop a description of strategies designed to improve supplementary services provided to individuals who are members of special populations.

Coordination

26. An assurance that the requirements of this Act relating to individuals who are members of special populations will be carried out under the general supervision of individuals at the Department of Education who are responsible for students who are members of special populations and will meet education standards of the State Board. With respect to students with handicaps, the supervision carried out shall be consistent with, and in conjunction with, supervision described under section 612(6) of the Individuals with Disabilities Education Act (IDEA).
27. The local educational agency will assure that funds made available under this Act may be used to pay for the costs of career and technical education services required in an individualized education plan developed pursuant to Section 614(d) of the Individuals with Disabilities Education Act and services necessary to the requirements of Section 504 of the Rehabilitation Act of 1973 with respect to ensuring equal access to career and technical education.
28. The local educational agency will assure that the portion of any student financial assistance received under this Act that is made available for attendance costs described in subsection [Section 324(b)] shall not be considered as income or resources in determining eligibility for assistance under any other program funded in whole or in part with federal funds.

Special Needs--Equity--Civil Rights Provisions

29. Career and technical education programs/services covered by this application shall be in compliance with Title IX (Non-discrimination on the basis of sex) of the Education Amendments of 1972.
30. Career and technical education programs/services covered by this application shall be in compliance with Title VI and VII of the Civil Rights Act of 1964 as amended by the Equal Opportunity Act of 1972 and the Civil Rights Restoration Act of 1988, and the Methods of Administration for Civil Rights as required under 34 Code of Federal regulations regarding Part 100, Appendix B.
31. Program/services for disabled persons enrolled in career and technical education covered by this application shall be in compliance with the Individuals with Disabilities Education Act (IDEA) and Section 504, of the Rehabilitation Act of 1973.
32. Career and technical education programs and activities for individuals with disabilities will be provided in the least restrictive environment in accordance with section 612(5)(B) of the IDEA and will, whenever appropriate, be included as a component of the individualized education program developed under section 614(a)(5) of the same Act.
33. Students with disabilities who have individualized education programs developed under section 614(a)(5) of the IDEA shall, with respect to occupational education programs, be afforded the rights and protections guaranteed such students under section 612, 614, and 615 of the same Act.
34. Students with disabilities who do not have individualized education programs developed under section 614(a)(5) of the IDEA or who are not eligible to have such programs shall, with respect to occupational education programs, be afforded the rights and protections guaranteed such students under section 504 of the Rehabilitation Act of 1973 and, for the purpose of this Act, such rights and protections shall include making occupational education programs readily accessible to eligible individuals with disabilities through the provision of services described in number 13, above.
35. To the extent that occupational education is available to all students within a school district or postsecondary institution, training and occupational education activities will be provided to men and women who desire to enter occupations that are not traditionally associated with their sex.

36. An assurance to assist students who are members of special populations to enter occupational education programs, and with respect to students with disabilities, assist in fulfilling the transitional service requirements of section 620 of the IDEA.
37. An assurance to assess the special needs of students participating in projects receiving assistance under the Basic Grant with respect to their successful completion of the career and technical education program in the most integrated setting possible.
38. Provide guidance, counseling, and career development activities conducted by professionally trained counselors and teachers who are associated with the provision of special services.
39. Provide counseling and instructional services designed to facilitate the transition from school to post-school employment and career opportunities.
40. An assurance that career and technical programs will be provided that: encourage students through counseling to pursue coherent sequences of the course; assist special population students to succeed through supportive services such as counseling, English-language instruction, child care, and special aids; and are of a size, scope, and quality as to bring about improvement in the quality of education offered by the school.

Parent/Student Involvement and Appeal

41. An expedited appeals procedure is established by which parents, students, teachers, and area residents concerned will be able to directly participate in state and local decisions that influence the character of programs under this Act affecting their interests; and technical assistance will be designed and provided to ensure that such individuals are given access to the information needed to use these procedures and will be notified regarding the procedure regarding complaints/appeals upon request.

State Requirements

42. The provision for advisory committees, tech prep committees, program articulation, rural participation, and career guidance and counseling, as described in the State Five Year Plan will be fully implemented, as required.
43. The agency implements the requirements for advisory committees according to NRS 388.385 and NAC 389.810.
44. The secondary education agency implements the requirements for career guidance and counseling according to NRS 389.180 and NAC 389.187.
45. The secondary education agency implements career and technical education programs of study according to NAC 389.800, 389.803, 389.805, 389.810, and 389.815.
46. The agency provides program articulation, rural participation, and academic integration according to the State Plan for Career and Technical Education.

(Printed Name and Title of Authorized Representative)

(Signature)

(Date)

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 34 CFR Part 82, "New Restrictions on Lobbying," and 34 CFR Part 85, "Government-wide Debarment and Suspension (Non procurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Department of Education determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by Section 1352, Title 31 of the U. S. Code, and implemented at 34 CFR Part 82, for persons entering into a grant or cooperative agreement over \$100,000, as defined at 34 CFR Part 82, Sections 82.105 and 82.110, the applicant certifies that:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

(c) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all subrecipients shall certify and disclose accordingly.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

As required by Executive Order 12549, Debarment and Suspension, and implemented at 34 CFR Part 85, for prospective participants in primary covered transaction, as defined at 34 CFR Part 85, Sections 85.105 and 85.110 -

A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal debarment or agency;

(b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;

(c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and

(d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

3. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. The applicant certifies that it will or will continue to provide a drug-free workplace by:

(a) Publishing a statement notifying employees that the unlawful manufacture distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about -

(1) The dangers of drug abuse in the workplace;

(2) The grantee's policy of maintaining a drug-free workplace;

(3) Any available drug counseling, rehabilitation, and employee assistance programs; and

(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.

(c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);

(d) Notify the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will -

(1) Abide by the terms of the statement; and

(2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the agency, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to: Director, Grants and Contracts Service, U. S. Department of Education, 400 Maryland Avenue, S. W. (Room 33124, GSA Regional Office Building No. 3), Washington, D. C. 20202-4571. Notice shall include the identification number(s) of each affected grant;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted -

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (street address, city, county, state, zip code)

check ☐ if there are workplaces on file that are not identified here.

DRUG-FREE WORKPLACE (GRANTEES WHO ARE INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, and implemented at 34 CFR Part 85, Subpart F, for grantees, as defined at 34 CFR Part 85, Sections 85.605 and 85.610 -

A. As a condition of the grant, I certify that I will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and

b. If convicted of a criminal drug offense resulting from a violation occurring during the conducting of any grant activity, I will report the conviction, in writing, within 10 calendar days of the conviction, to: Director, Grants and Contracts Service, U. S. Department of Education, 400 Maryland Avenue, S. W. (Room 3124, GSA Regional Office Building No. 3), Washington, D. C. 20202-4571. Notice shall include the identification number(s) of each affected grant.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above certifications.

NAME OF APPLICANT	PR/AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

ED 80-0013, 6/90 (Replaces ED80-008, 12/89; ED Form GCS-008, (REV. 12/88); ED 80-0010, 5/90; and ED 80-0011, 5/90, which are obsolete)

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY AND VOLUNTARY EXCLUSION -- LOWER TIER COVERED TRANSACTIONS

This certification is required by the Department of Education regulations implementing Executive Order 12549, Debarment and Suspension, 34 CFR Part 85, for all lower tier transactions meeting the threshold and tier requirements stated at Section 85.110.

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.

5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Department, Suspension, Ineligibility, and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non procurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification

- (1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- (2) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME OF APPLICANT	PR/AWARD NUMBER AND/OR PROJECT NAME
PRINTED NAME AND TITLE OF AUTHORIZED REPRESENTATIVE	
SIGNATURE	DATE

ED 80-0014, 9/90 (Replaces GCS-009 (REV. 12/88), which is obsolete

Budget/Expenditure Summary

Agency: _____ Project Number: _____

Project Name: _____ Fiscal Year: _____

Check One: Budget _____ Amendment _____ Number _____

OBJECT	DESCRIPTION	INSTRUCTION COST	SUPPORT SERVICES	TOTAL
100	100 Salaries			
200	200 Benefits			
300	300 Purchased Professional Services			
400	400 Purchased Property Services			
500	510 Student Transportation Services			
	580 Staff Travel			
	Other (520, 530, 540, 550, 560, 570, 590)			
	Total			
600	610 General Supplies (exclude 612 in 610 total)			
	612 Non Information Technology Items of Higher Value*			
	640 Books and Periodicals			
	650 Supplies – Information Technology Related (exclude 651 and 652 in 650 total)			
	651 Software			
	652 Information Technology Items of Higher Value*			
	Other (620, 630)			
	Total			
800	810 Dues and Fees			
	890 Other Miscellaneous			
	Total			
SUBTOTAL 100 – 600 & 800				\$
Approved Indirect Costs Rate:** _____ %				\$
700	730 Equipment			
TOTAL				\$

* All items of value must be itemized in the budget detail

** Indirect cost rates must be approved by the Department of Education before the sub-grantee may budget for and charge those costs to the grant.

Signature of Authorized Agency Representative

Date

Department of Education Use Only

Initial

Date Approved

Budget Detail

Agency _____

Project Name _____

A	B	C	D	E	F
OBJECT CODE	TITLE OF POSITION/ PURPOSE OF ITEM	PROJECT TIME (FTE)	QUANTITY	SALARY, RENTAL OR UNIT COST	BUDGETED AMOUNT

*If additional space is needed, duplicate this page and number the additional pages. All items must be explained in specific terms. All items must be named and must be directly related and necessary to the operation of the program.

Budget Narrative

Provide a description of proposed expenses by object code. Expand/create additional pages as needed.

Object Code 100/200 Salaries & Benefits Total: \$ _____
Description:
Object Code 300 Purchased Professional Services Total: \$ _____
Description:
Object Code 500 Transportation Services, Staff Travel Total: \$ _____
Description:
Object Code 600 Supplies Total: \$ _____
Description:
Object Code 800 Dues and Fees/ Other Misc. Total: \$ _____
Description:
Object Code 700 Equipment Total: \$ _____
Description:

Form A: General Application Narrative

Describe in narrative form the following: (1) A description of how performance indicator results and accountability data are used to target resources at local site and program levels; (2) Services to students who enroll in career and technical education programs and courses that lead to nontraditional training and employment; and (3) Strategies for improving recruitment and retention in programs leading to nontraditional training and employment.

Limit the narrative of this section to two pages.

Form B: Funding Priority and Project Narrative

Narrative Directions: (1) Identify the funding priority(s) and program/service/project name; (2) Identify sites to be funded, if applicable; (3) Narrative (up to two pages) to include a clear description of activities and rational for each primary program/project, and include a description of outcomes; (4) Identify objectives and expected outcomes, (5) Timeline for project completion. (**Limit the project narrative section to two pages for each primary project.**)

** Duplicate as necessary and provide the information on this page for each program/service/project.*

Funding Priority(s):
Program/Service/Project Name:
Selected Site(s):
Project Narrative: Describe the primary activities and how the project will support the funding priority for enrollment in and completion of programs/services leading to nontraditional training and employment. Limit this narrative section to two pages for each proposed program/service/project.
Objectives and Expected Outcomes:
Timeline for Completion:

Form C: Demonstration of Collaboration

Describe how the applicant ensured proper collaboration in the local development and approval of this application. The description should include how teachers, administrators, and the local advisory committee(s), and others were involved in and committed to developing a quality application. The description must also include how the applicant collaborates with local and regional economic- and workforce-development agencies and organizations to support economic development priorities and initiatives.

Limit the narrative of this section to one page.

Form D: Description of Student Outcomes

Describe how the purpose and goals of the application are designed to support improved student outcomes, especially as they relate to nontraditional training and employment. Such outcomes may be related to graduation and dropout rates; student engagement; student acquisition of knowledge and skills leading to industry or postsecondary credentials; student preparation for internships and/or the workforce, among other outcomes.

Limit the narrative of this section to one page.

Form E: Demonstration of Sustainability

Describe the agency's plan for continued sustainability of the proposed project supported by this application.

Limit this section to one page.

Form F: Evaluation Methods

Describe how the agency will evaluate and measure the success and outcomes of the objectives in this application. Include metrics and a timeline by which evaluation will be completed.

Limit this section to one page.

**CARL D. PERKINS CAREER & TECHNICAL EDUCATION
IMPROVEMENT ACT OF 2006
NONTRADITIONAL EMPLOYMENT & TRAINING PROGRAMS**

SAMPLE CRITERIA FOR REVIEW OF APPLICATIONS

The following criteria will be considered in the review and rating of the application:

- ☐ All elements of the application are submitted in the order prescribed in the application
- ☐ The cover page is properly completed and signed
- ☐ The assurances are signed
- ☐ The budget summary and budget detail are properly completed and signed
- ☐ The budget narrative fully describes the proposed expenditures by object code
- ☐ Form B (Funding Purpose and Project Narrative) - submitted for each proposed project that fully describes the project and funding, and includes a descriptive narrative, objectives and outcomes, and timeline for completion.
- ☐ Form C (Demonstration of Collaboration) - describes the local/regional collaboration used to develop the application
- ☐ Form D (Description of Student Outcomes) –describes how the purpose and goals of the application are designed to support improved student outcomes, especially as they relate to nontraditional training and employment. Such outcomes may be related to graduation and dropout rates; student engagement; student acquisition of knowledge and skills leading to industry or postsecondary credentials; student preparation for internships and/or the workforce, among other outcomes.
- ☐ Form E (Demonstration of Sustainability) –describes the agency’s plan for continued sustainability of the proposed project supported by this application.
- ☐ Form F (Evaluation Methods) - describes how the agency will evaluate and measure the success and outcomes of the objectives in this application.